Adult Literacy Request for Reimbursement (ALR) Form Procedure

(1/26)

Reimbursements will be disbursed quarterly for each of the three federal grants:

- Adult Basic Education Program Grant
- EL Civics Grant
- Teacher Training Grant

Enter actual quarterly expenditures by category for each grant allocation. (This should not include local contributions.)

Submit spreadsheet to designee by the following dates:

1st Quarter Due Date

October 15

2nd Quarter Due Date

January 15

3rd Quarter Due Date

April 15

4th Quarter Due Date

July 15

This process will begin with the April 15 quarter. However, you will need to submit this document to reflect the quarters ending in October and January for consistency.

Quarterly reimbursements will occur for **ABE Program and EL Civics** upon receipt of the reimbursement form upon approval of Helene Grossman, State Director of Adult Literacy and Roger Utman, Division Administrator or Colleen Hunt, Bureau Chief.

Quarterly reimbursement will occur for **Teacher Training** upon approval of Phyllis Hinton, ABE Consultant and Roger Utman, Division Administrator or Colleen Hunt, Bureau Chief.

The ABE-9 will need to be filled out during the summer of 2009. More information to follow.

REQUEST FOR REIMBURSEMENT FORM FISCAL YEAR 2009 (7/1/08-6/30/09) CFDA NUMBER IS 84.002

ADULT BASIC FDUCATION GRANT

	A ¹	DULT BAS	IC EDUCATION	ON GRANT		
COLLEGE		IST QTR	2ND QTR	3RD QTR	4TH QTR	FY 09 TOTAL
ALLOCATION			10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	REIMBURSEMENT
		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST
		Federal				
1 Salaries & Benefits Administration			1			\$0.00
2 Salaries & Benefits Instructors						\$0.00
						\$0.00
3 Travel Expenses						\$0.0
4 Materials and Supplies						
5 Indirect Costs (Prorate Sheet)						\$0.00
6 Other (Explain Below)						\$0.0
						\$0.0
						\$0.0
9 TOTAL REQUESTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
10 FY09 BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
10 FY09 BALANCE		Ψ0.00				
			CIVICS GRAI		4TH QTR	FY 09 TOTAL
	BUDGET	1ST QTR	2ND QTR 10/1/08-12/31/08	3RD QTR 1/1/09-3/31/09	4/1/09-6/30/09	REIMBURSEMEN
ALLOCATION		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST
		Due Tortoroo	Due 1/13/03	Due 4/10/00	<u> </u>	\$0.0
1 Salaries & Benefits Administration		<u></u>				\$0.0
2 Salaries & Benefits Instructors						\$0.0
3 Travel Expenses 4 Materials and Supplies						\$0.0
5 Indirect Costs (Prorate Sheet)						\$0.0
6 Other (Explain Below)				·:		\$0.0
O Other (Explain bolow)						\$0.0
						\$0.0
9 TOTAL REQUESTED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
10 FY09 BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	30.0
College Signature :[
Date :						
Helene Grossman Signature:					······	
DE Administrator Signature:						
ALL COATION [7/1/08-9/30/08	10/1/08-12/31/08	1/1/09-3/31/09	4/1/09-6/30/09	REIMBURSEMEN
ALLOCATION			10/1/08-12/31/08 Due 1/15/09	1/1/09-3/31/09 Due 4/15/09	4/1/09-6/30/09 Due 7/15/09	REIMBURSEMEN REQUEST
		7/1/08-9/30/08 Due 10/15/08	10/1/08-12/31/08 Due 1/15/09	1/1/09-3/31/09 Due 4/15/09	4/1/09-6/30/09 Due 7/15/09	
1 Travel	-					REQUEST \$0.
1 Travel 2 Meals/Food	-					REQUEST \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging						\$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees						REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter						REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.
2 Meals/Food 3 Lodging 4 Fees						REQUEST \$0.1 \$0.1 \$0.1 \$0.1 \$0.1 \$0.1 \$0.2 \$0.2 \$0.3 \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter					Due 7/15/09	REQUEST \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter	\$0.00	Due 10/15/08	Due 1/15/09	Due 4/15/09		REQUEST \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0.0 \$0
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter 6 Training Materials	\$0.00	Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter 6 Training Materials 9 TOTAL REQUESTED 10 FY09 BALANCE		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter 6 Training Materials 9 TOTAL REQUESTED		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter 6 Training Materials 9 TOTAL REQUESTED 10 FY09 BALANCE		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.
1 Travel 2 Meals/Food 3 Lodging 4 Fees 5 External Presenter 6 Training Materials 9 TOTAL REQUESTED 10 FY09 BALANCE College Signature:		Due 10/15/08	Due 1/15/09	Due 4/15/09	Due 7/15/09	REQUEST \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0. \$0.